

Privacy Rules Amendments Limit Debtor(s) SSN to the Last Four Digits Effective 12/01/03

Amendments to the Federal Rules of Bankruptcy Procedure and the Official Bankruptcy Forms will take effect December 1, 2003. Key changes include the following:

- The petition will contain only the last four digits of the individual debtor's Social Security numbers.
- Amendments to Rule 1007 will require debtors to *submit* a verified statement containing the full nine-digit number.
- The new Form B21, Statement of Social Security Number(s), will not become part of the case available to the public at the court or over the Internet.
- Rule 2002 will be amended to require the clerk to include the debtor's full Social Security number in the copy of the section 341 meeting notice sent to creditors, but the copy of the notice in the court file will only contain the last four digits.
- Schedule D, E & F will be amended to inform the debtor that account numbers for creditors are not required, and Schedule I will be amended to delete the requirements for names of dependents.



What does this mean for ECF filers?

The new Form B21, Statement of Social Security Number(s) must be submitted with every new petition effective December 1, 2003. A downloadable copy of the form is available on the court's website at <http://www.wawb.uscourts.gov> in the Documents section under Forms, Statement of Social Security Number, or you should contact your bankruptcy forms software vendor. If the form is not submitted within 8 days of filing a new voluntary petition, the case will be referred to the judge for dismissal.

Briefly these are the steps to follow when filing a new voluntary petition: Open the case entering the full nine-digit SSN (only the last four digits are visible over the Internet). Complete the Statement of Social Security Number(s) with the /s/ [debtor name] and convert to .pdf. Then submit the document using a new entry under **Bankruptcy/Other Events: Statement of Social Security Number**. Remember to attach the .PDF. The revised instructions for opening a case in ECF, new forms and other privacy issues information are on the web site in Court Information, Public Notices, Privacy Amendments.

Filing Fees Increased Nov. 1

Chapter 7	\$209.00
Chapter 11	\$839.00
Chapter 13	\$194.00
Motion for Relief from Stay	\$150.00
Appeal or Cross Appeal	\$255.00



ECF Frequently Asked Question

Why can't I view the PDF when I use IE 6 and Adobe Acrobat 5?

If you are using Internet Explorer 6 and Adobe Acrobat 5, the link between these two programs that allows you to view a PDF within the browser may become broken. This is evident when you try to open a PDF in CM/ECF or your electronic notice. The message at the bottom of the browser window pane says "Done" yet no PDF is visible.

We recommend that you change Acrobat settings to remedy and prevent this. Open Adobe Acrobat, select Edit, Preferences, General, on the Left pane, select Options, and uncheck the box called "Display PDF in Browser". If you have IE 6 open when doing this, you will need to close and restart it for this change to take effect. After making these changes, you may be presented with a dialog box asking if you want to save the document or open it. Select Open. You may want to uncheck the box entitled "Always ask before opening this type of file".



New ECF Server Installed

The court recently completed migration of CM/ECF to a new server. Response times for reports and filings should be much quicker. We are interested in your opinions regarding response times. Also, if you are a weekend only filer, please try filing during regular business hours, 8:30 a.m. to 4:30 p.m., Monday - Friday, and let us know your experience. E-mail your comments to margaret_hoyle@wawb.uscourts.gov

ECF Helpful Hints

- ✓ An updated list of docketing events is located on the ECF Information pages of the court's website under Training and Alpha List of Events.
- ✓ The Attorney/Trustee Manual (Electronic Case Filing Participant Guide) has step-by-step instructions for filing documents to ECF as well as other important reference materials. It's on-line in the ECF Information pages.
- ✓ The Clerk's Office will prepare and issue the summons in an adversary case. There's no need for attorneys to submit the summons form or cover sheet.